Printing guide

In order to help along the production of your book and avoid any delays, make sure that the files you submit conform with the following guidelines.

Your book should be submitted in 2 files: - one PDF file for the interior pages
                                              - one PDF file for the assembled cover pages

A few general recommendations

Both files (interior and cover page) must be formatted as **PDF /X-1A**.

When creating your <u>interior</u> PDF file, make sure that:
- fonts are embedded in the files;
- all images are set in CMYK and **not** in RGB.
- Must be set up in page-by-page and **not** as a spread.
- Make sure your book begins on an **odd-numbered** page (as a reminder, in a standard book even-numbered pages are on the left and odd-numbered pages are on the right).

For best results

- your images should have a resolution of no lower than 300 dpi;
- use the CMYK colour profile **U.S. Web Coated (SWOP) v2**;
- your text should be set to text and not image mode;
- the barcode is 100% black;
- download our logo for your colophon.

The cover page (Perfect binding)

1. One-sided colour
Your cover page file should be assembled in a single piece, with the back cover on the left, the front cover on the right, and the spine in the centre (you can find the width of your book's spine on your quote or http://www.rapido-books.com/calculator/).

Minimum bleed = 1/8" (3 mm)
Crop marks cut off at 1/8" (3 mm) of their intersection (so as not to appear on the printed cover page)

Your document should have the following measurements:

      Width: 2 x book width (as specified on quote) + spine width + 1/8" bleeds
      Height: book height (as specified on quote) + 1/8'' bleeds

For example, the cover page for a book measuring 6x9 inches with a spine of 1 inch should measure 13.25 x 9.25 inches.

2. Double-sided colour

All guidelines pertaining to single-sided colour apply to the double-sided.

The spread for the reverse side (verso) of the cover page should be included in the cover page file as a second page. Measurements should be identical to the recto or front side of the cover (page 1 of your cover page file). Additional space, however, needs to be added to the spine portion of the spread: 4 mm on either side of the spine, or 8 mm total. This portion **must be** white. This is to ensure that the binding glue will properly adhere to the paper. For example, in the case of a one-inch spine, the white space should be 1.3 inches wide.

Hardcover binding

Cover pages for hardcover books need to be fit to a customized template that we will generate for you based on the measurements of your book.

If you are working with a graphic designer, we will provide her/him with this template in PDF and IDML formats.
The template includes three different guides:

- Red lines indicate the boundaries of the finished book (anything outside is the bleed).
- Blue lines indicate the dimensions of the front and back cover cardboards.
- Green lines indicate the width of the spine.

For more specific questions, you can contact Henri Dulac at h.dulac@rapido-livres.com

Use of transparency

Most professional book design applications (Adobe InDesign, Illustrator or Photoshop, QuarkXPress, etc.) allow the user to create transparency effects as a way of producing interesting visuals.

On the screen, these visual effects can be very useful and appealing. However, when print files with transparency are sent to press, the RIB will interpret the information contained in the files in ways that may produce results different from the designer's expectations.

To avoid this, it is imperative to begin with a physical test copy. The test copy is a service we offer and which we can produce within 48 to 72 hours. It is the only way to guarantee a proper review of the print result, prior to production of your order.

Also, here are a few recommendations to ensure that your print files are properly prepared for print:

- Never use Pantone colours. Make sure all colours are CMYK (for best results in print, we do not recommend using more than 3 colour components for a single object/colour)
- Export PDF as PDF x1a, as this will flatten any transparency effects into a single layer, helping to avoid unexpected results in print
- Use the Overprint Preview feature (Adobe InDesign)